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and of
By

LOGNOTE -- Chief, Operations Group, 10 January 1984

2. [] Following from this morning's staff meeting:

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- C/AS passed out application forms for new badges. The bottom half must be filled out and returned to AS so [] can keep a tally. We have been scheduled late in the badge replacement cycle because we have shift workers, so please act promptly. [] will take out the forms for the ComCenter so that operators can be scheduled in batches. Dee will then circulate the remaining forms to the divisions. It is important that people make every effort to keep whatever appointments they select; soon the old badges will be invalid and anyone who has neglected to get rebadged will be unable to get into any buildings.

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- [] also passed out a memo asking for an update on our space requirements in the new building. The needs we have on record date from last November. [] will coordinate the Operations response.

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- PMCD will begin its audit on 17 January and continue for eight months. The plan of work is Operations first, then AG and Prod. They will begin with the ComCenter. They will audit one job (at least) in each employment category. Supervisors will be responsible for identifying the personnel whose jobs will be audited. Supervisors must make sure their personnel are well briefed on how to describe their jobs to PMCD so that the complexity, detail, and responsibility involved in each position is fully stressed.

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- DD/S&T is monitoring security improvements at our field bureaus.

- A number of reports are being made to the White House and Congress on recent accomplishments and what we have done with increased resources.

- High Montgomery, Director of INR, has been put in charge of the investigation of how the highly classified documents got sent to Lorton in the used furniture from State.

- DD/S&T is concerned that we are not having an opportunity to talk to COS's who are here on consultation. Notification of COS visits has been very erratic lately.

- [] has been appointed NIO for Terrorism.

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- The IG has completed his review of hired annuitants. DD/S&T has no problems.

(cc: AC/DRD, C/MOD, C/ED)

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